

1152 - FINANCIAL SPECIALIST I

NATURE OF WORK

Specialized clerical work involving the application of bookkeeping principles and practices in the maintenance of citywide financial records.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Posts to Citywide general, special, and subsidiary ledger accounts from invoices, receipts, payrolls, journals, transfer and adjustment orders, and other sources of original entry. Takes trial balances; to check and code invoices, verify and audit purchase orders and statements, prepare vouchers for payment, and maintain voucher register for all Departments Citywide.

Posts, proves, and assembles Citywide cost records; maintains records and prepares reports on daily citywide cash receipts.

Reconciles bank statements; applies prorating schedules and computes operating costs for various citywide activities.

Prepares, analyzes, checks, audits, and distributes payrolls for all departments citywide; verifies work performed for accuracy and prepares reports which summarize posting to all accounts citywide.

Performs typing and filing which is incidental to bookkeeping duties.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office methods, procedures and equipment.

Some knowledge of commercial or governmental bookkeeping principles and procedures.

Knowledge of commercial arithmetic.

Skill in the use of a personal computers and ability to learn the financial software programs.

Ability to maintain routine financial records and to prepare clerical and simple financial reports. Ability to make and verify computations quickly and accurately.

Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM REQUIREMENTS

Two (2) years full-time paid experience in accounting or bookkeeping. Sixty (60) semester hours from an accredited college or university with twelve (12) semester hours in accounting or bookkeeping OR successful completion of 900 hours from an accredited vocational school with 240 hours in accounting or bookkeeping may substitute for two (2) years of experience. Partial year may be prorated.

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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work follows prescribed procedures and is subject to audit and review of records.

SUPERVISION EXERCISED

Usually none; may furnish technical directions to clerical employees.

New Class: 09/02
DEV: 12/02
01/03

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